

Whitley County Community Corrections

Position: Community Corrections Field Officer

Salary: \$38,177.00

Department: Whitley County Community Corrections

Status: Full-time

FLSA Status: Non-exempt

Work Schedule: Hours as assigned-primarily 2nd shift and some weekends.

Incumbent serves as a Field Officer for the Community Corrections Department, responsible for supervising offenders who have been placed on community-based Supervision by the courts, or released from prison on Community Transition, or Parole. The Field Officer reports directly to the Home Detention Supervisor and/or the Director.

Job Requirements:

- Ability to influence and support behavioral change through Evidence Based Practices
- Performs field visits at the residences and employment of program participants, searching for weapons, drugs and other prohibited items and potential program violations, identifying potentially violent fugitives from justice who are present at the residence, investigating the living conditions at the residence, notifying appropriate authorities to make on-sight arrests as warranted.
- Performs investigations when a participant's whereabouts are unknown or said participant experiences equipment issues, or as dispatched by communications. Has participants placed in custody if they have violated terms of program and are a threat to themselves or others.
- Installs electronic monitoring equipment in the field and verifies proper operation
- Contacts local law enforcement to make on-sight arrests when witnessing a criminal offense(s). Completes in-depth follow-up investigations as needed.
- Completes detailed written reports and other legal documents and preserves, processes and documents evidence necessary for the successful prosecution of criminal cases and program revocation procedures.
- Performs comprehensive legal searches of program offender's homes, vehicles and/or other property and that of other appropriate residents.
- Performs checks on offenders while at work or on passes at approved locations to ensure compliance with the rules of supervision.
- Secures observed urine samples from offenders both in the field and office setting.
- Responds to emergencies on a 24-hour basis.
- Performs related duties as assigned.
- Experience and/or related education necessary.

Please send resume/application to the address or e-mail listed below.

Accepting resumes/applications through Friday, July 20, 2018

Paula Worden, Director
wcommunitycorr@whitleygov.com

**351 West Plaza Drive
Columbia City, IN 46725
260-248-3113 260-248-3193 (Fax)**

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